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Communications and Information

PUBLIC ADDRESS/SOUND SYSTEM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 33-1, *Command, Control, Communications, and Computer (C4) Systems*. It establishes responsibilities and outlines procedures for obtaining public address (PA) system support. The purpose of this instruction is to provide guidance to MacDill Air Force Base (AFB) personnel on the capabilities and limitations of PA support provided by the 6th Communications Squadron (6 CS). This instruction also provides information on alternate means of obtaining support. This instruction applies to all units on MacDill AFB.

1. REFERENCES: AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*, AFI 33-103, *Requirements Development and Processing*, AFI 63-124, *Performance Based Service Contracts (PBSC)*; and AFMAN 23-110, *USAF Supply Manual*.

2. DEFINITIONS:

- 2.1. Fixed PA System. A system permanently installed in a base facility.
- 2.2. Portable PA System. A system set up on a temporary, non-repetitive basis for a function of short duration.
- 2.3. Portable PA System for Sign Out. A system set up on a temporary, non-repetitive basis for a function of short duration, for sign out by the requesting office.
- 2.4. Official Function. A direct military related function such as a change-of-command, retreat, retirement ceremony, dining-in, and commander's call, etc. Will be routed through the requesting unit's commander, the 6th Communications Squadron Commander (6 CS/CC), and the 6th Support Group Commander (6 SPTG/CC). Base community relations functions such as heritage associations, Boy Scouts, Special Olympics, or other special events must be routed as above with additional coordination through the Public Affairs Office, 6th Air Mobility Wing (6 AMW/PA) to be deemed official.

2.5. Unofficial Function. A function with the primary intent to entertain. Portable PA support for events such as unit parties, picnics, and sporting events is considered unofficial and can only be supported if authorized by the Vice Commander (6 AMW/CV) in writing.

2.6. Requesting units should call the Radio Maintenance Work Center, 6 CS/SCMAB, ext 8-4802, for help in filling out the MACD Form 15, *Public Address Support Request* ([Attachment 1](#)), prior to routing.

3. RESPONSIBILITIES:

3.1. The 6th Communications Squadron will:

3.1.1. Provide portable PA equipment to support OFFICIAL functions.

3.1.1.1. Setup of PA equipment for retirement ceremonies is restricted to pay grades 0-5 and above (Lt Col or equivalent rank) and E-8 and above (SMSgt and above or equivalent) (see para [4.3.](#)), or hosted by Brigadier General or above. For other retirement ceremonies, portable PA systems can be signed out (see para [4.2.](#)).

3.1.1.2. Provide portable sign out equipment for Commander's Calls and Change of Command events at Squadron/Unit level organizations on a first-come first-served basis.

3.2. The Commander, Mission Systems Flight (6 CS/SCM), is the final review and approval authority for all requests for portable PA setups to be accomplished by the Radio Maintenance work center except those specifically authorized by para [2.4.](#) and [2.5.](#) 6 CS/SCM is the final authority to determine the level of support given when there is a conflict between two different PA setups at the same time.

3.3. 6 CS/SCMAB, 6 CS/SCM, or 6 CS/CC may cancel PA setups or remove PA equipment from operation if personnel or equipment safety is threatened (i.e., during inclement weather).

3.4. Facility Chiefs are responsible for providing fixed PA equipment in facilities used by base personnel. The 6th Contracting Squadron (6 CONS) will assist units requiring fixed PA systems with contract support for installation and maintenance in accordance with AFI 63-124.

4. PROCEDURES:

4.1. Obtaining Fixed PA Equipment. Fixed PA systems can be obtained as outlined in AFI 33-103. Installation and maintenance should be obtained through the Base Contracting Office. Permanently installed PA systems are justified and procured by the using organization in accordance with Table of Allowance 006 and AFMAN 23-110. The 6 CS/SCMAB may be used as a technical consultant on any PA system acquisitions.

4.2. Obtaining Portable PA Systems for Sign Out to the Office of Primary Responsibility (OPR) for Official Functions:

4.2.1. Radio Maintenance (6 CS/SCMAB) has portable systems for checkout. Call extension 8-4802 for availability/suggestions on portable systems. Training will be given at the time of receipt to ensure the OPR can operate the equipment. PA equipment loaned out can be picked up at building 57, extension 8-4802, the day prior to the event and must be returned not later than 0800 the morning after the event. If the equipment is to be used over a weekend or holiday, OPRs must pick up the equipment the last duty day prior to the event and return it the first duty day

(morning) following the event. All equipment must be picked up prior to 1600 and returned not later than 0800 the next duty day.

4.2.1.1. The following procedures will be followed. Call 8-4802 for help in filling out/requesting PA support. MACD Form 15 or written letter must be filled out through the coordination/authorization blocks and submitted to 6 CS/Job Control, FAX 828-0889, telephone number 8-2663, no later than 10 duty days prior to the day of the event. This is to provide adequate time for processing and scheduling, and also to provide the requesting unit time to locate an alternate source in the event a request is denied or cannot be satisfied. Follow paragraph [4.3.1.1](#) for format procedures.

4.2.1.2. All PA equipment is signed for on an AF Form 1297, Temporary Issue Receipt, at the time it is borrowed. Equipment must be returned in good condition. Coil and tape or tie cables to prevent tangling. Identify broken parts, problems, or discrepancies when the equipment is returned. The OPR is responsible for any lost or damaged equipment.

4.3. Requesting Portable PA Equipment Setup by Radio Maintenance:

4.3.1. The following procedures will be followed when requesting portable PA systems setup by Radio Maintenance. A MACD Form 15 or written letter must be submitted in accordance with paragraph [4.2.1.1](#).

4.3.1.1. The Public Address Support Request or written letter must have the following information:

4.3.1.1.1. Type of ceremony

4.3.1.1.2. Ceremony for whom/what

4.3.1.1.3. Ceremony location

4.3.1.1.4. Date of ceremony

4.3.1.1.5. Time of ceremony

4.3.1.1.6. Number of personnel expected to attend

4.3.1.1.7. Special speaker

4.3.1.1.8. Type of music

4.3.1.1.9. Special requirements

4.3.1.1.10. Organization and point of contact, with phone number

4.3.1.1.11. Inclement weather decision, with date and time of alternate location

4.3.1.1.12. Signature block and signature of requesting unit's commander or designated representative.

4.3.1.2. Portable PA request for locations outside the perimeter of MacDill AFB must be requested in writing to 6 AMW/PA and approved by 6 AMW/CV.

4.3.1.3. Whether approved or disapproved, the requesting unit point of contact (POC) will be contacted. If approved, the POC will be contacted for confirmation and for any additional information that may be required. They will also be contacted the day before the event to coordinate any final changes.

4.3.1.4. Radio Maintenance personnel will normally stay with the equipment to ensure continuous operation unless precluded by higher priority mission requirements or lack of manpower resources. In the event that a Radio Maintenance technician cannot stay or is not required to stay with the system, the PA system users will be required to sign an AF Form 1297 for the equipment. Organizations requesting PA equipment music support (cassette, CD) will provide a person to start and stop music at the appropriate times.

4.3.1.5. Official functions will be supported by the full complement of PA equipment at the final ceremony only. Practices (if needed/scheduled) can be supported by a portable PA system for sign out to the OPR if available.

4.3.1.6. All agencies (i.e., Base Visual Information, Public Affairs, and local media) requesting interface with the 6 CS PA system will be connected and tested no later than 1 hour prior to the start of an event. Radio Maintenance must be notified of any planned interface no later than 2 days in advance. Should this additional equipment cause interference with the installed PA system, the Radio Maintenance Technician is authorized to disconnect equipment and deny the interface.

4.3.1.7. The 6 CS is not responsible for the installation/maintenance of fixed systems or for the PA support of UNOFFICIAL functions. AFI 65-106 prohibits an appropriated funds maintenance resource from working on public address systems in nonappropriated funds facilities (i.e., Officers' Club, Enlisted Club, Recreation Center, etc.).

4.3.1.8. PA equipment is covered in TA-006. All organizations are authorized to procure their own PA equipment to meet individual needs. The Radio Maintenance Element, 6 CS/SCMAB, 828-4802, can offer technical advice before procurement.

5. FORM PRESCRIBED. MACD Form 15.

ARTHUR F. DIEHL, III, Brig Gen, USAF
Commander

Attachment 1

PUBLIC ADDRESS SUPPORT REQUEST

| PUBLIC ADDRESS SUPPORT REQUEST | | | DATE: |
|--------------------------------------|---|------------------|---|
| TO: 6 CS/SCMAIB MACDILL AFB FL | FROM: NAME: BOD/OFFICE SYMBOL: DUTY PHONE: | | |
| SET-UP DATE | ACTUAL START/STOP TIMES | LOCATION | EVENT DATE |
| SPECIFIC FUNCTION | | | MEAL PROVIDED <input type="checkbox"/> YES <input type="checkbox"/> NO |
| EQUIPMENT REQUIREMENT | | | |
| NUMBER OF MICROPHONES | MUSIC REQUIRED <input type="checkbox"/> NO <input type="checkbox"/> CASSETTE <input type="checkbox"/> CD | | POD ILM <input type="checkbox"/> YES <input type="checkbox"/> NO # _____ |
| ANTICIPATED ATTENDANCE | NAME AND GRADE OF REQUESTING UNIT COMMANDER, SIGNATURE AND DATE | | |
| ADDITIONAL INFORMATION/DIAGRAM | | | |
| | | | |
| COORDINATION/AUTHORIZATION IN-TURN | | | |
| 6 CS/DC | 6 BPT/DC | 6 AMW/CM | |
| SCMA USE ONLY | | | |
| WORKCENTER COORDINATION | | | |
| CUSTOMER _____ | JOB CONTROL _____ | TECHNICIAN _____ | NOIC REVIEW _____ |
| REMARKS: | | | |
| | | | |

MACD FORM 16, FEB 01 EF-V1